

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0380***

**FLSA: Non Exempt**

**CLASSIFICATION TITLE: RECREATION FACILITY MANAGER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory work associated with facilitating and providing recreational programming, to include coordinating and supervising maintenance activities, supervising recreation center operations, training instructors and staff, and ensuring compliance with recreational goals, objectives, policies, and procedures.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; participates in interviews and makes hiring recommendations.

Supervises part-time instructors, trainers, and volunteers involved in classes programs, and seasonal activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Supervises and coordinates daily operations and maintenance of recreation facility; evaluates building planning and preventive maintenance measures; prepares preventive maintenance schedules and work order reports; monitors the use, care, and condition of recreation center, grounds, ball fields, pools, vehicles, and equipment; consults with building maintenance personnel regarding construction projects.

Supervises implementation of planned programs, classes, and events; coordinates, facilitates, and develops recreational curriculum and activities with other centers and facilities; plans and conducts focus group meetings for facility and departmental events/activities; assists in developing and adapting program curriculum, schedules, and promotional materials for printing; oversees final setup and organization of programs; coordinates work schedules to ensure adequate coverage of facilities and programs.

Reviews program/event registration materials, sports league rosters, and related materials for completeness and compliance with applicable rules and regulations; receives and records registration fees or other payments, issues receipts, and forwards as appropriate.

Serves as department liaison for neighborhood associations, sports associations, local churches, and other groups; interacts with City staff and local governments regarding recreation programming/activities.

Performs administrative tasks; reviews and approves time sheets, leave requests, purchase vouchers, and invoices; reviews expenditure/revenue reports.

Processes a variety of documentation associated with department operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, activity reports, production reports, work schedules, preventive maintenance schedules, work order reports, payroll reports, purchase requisitions, program evaluations, budget reports, or other documents.

Receives various forms, reports, correspondence, registration materials, sports league rosters, activity calendars, expenditure/revenue reports, time sheets, leave requests, job applications, purchase vouchers, invoices, vehicle usage forms, work orders, maintenance reports, professional magazines, City codes, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, sports equipment, art tools/materials, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, desktop publishing, e?mail, Internet, or other computer programs.

Communicates with supervisor, employees, instructors, volunteers, other departments, community organizations, sports associations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new programs, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Assists in conducting classes and programs; develops promotional materials for activities/events; officiates sporting events as needed.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Recreation, Health, Physical Education, Cultural Arts, or related field; supplemented by two (2) years previous experience and/or training involving recreation center supervision, recreation programming, and facility maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid First Aid and CPR certification. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory,

judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, traffic hazards, bright/dim light, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last Edited: August, 2001**